

**CITY OF MIDDLETOWN  
PURCHASING DEPARTMENT**

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**ADDENDUM #1 RFP #2015-017**  
**Insurance/Risk Management Consulting Services**  
**Including Agent/Broker of Record Services**  
Date Issued: July 27, 2015

**ALL BIDDERS ARE HEREBY ADVISED OF THE FOLLOWING INFORMATION AND/OR MODIFICATIONS TO THE CONTRACT BID DOCUMENTS:**

- **Answers to all Questions received by the cutoff date of Tuesday, July 21, 2015 by noon**

**INVITATION TO BID**

The date set for the receipt of proposals will remain the same.

**\*\*\*Friday August 7, 2015 at 3:00 PM\*\*\***

**PLEASE VERIFY THAT YOU HAVE RECEIVED THIS NOTIFICATION IN THE SPACE BELOW AND FAX OR EMAIL THIS PAGE BACK TO THE PURCHASING DEPARTMENT.**

**FAX: 860-638-1995 EMAIL: [purchase@middletownct.gov](mailto:purchase@middletownct.gov)**

**BIDDER ACKNOWLEDGES RECEIPT OF ADDENDUM #1: \_\_\_\_\_**  
**COMPANY NAME**

All bidders are hereby advised of the following amendments to the contract bid documents which are hereby made an integral part of the specifications for the subject project, prepared by the City of Middletown to the same extent as all other documents. All work shall conform to the standards and provisions of same. Bids submitted shall be deemed to include contract document information as shown in Addendum No. 1. General bidders shall notify sub-bidders that may be affected by this addendum as applicable. **Bidders shall be required to acknowledge receipt of this addendum.**

**Failure to acknowledge receipt of this addendum by the bidder may result in the rejection of their bid.** Bidders are directed to review changes to all portions of the work as changes to one portion may affect the work of another.

**Total Addendum: 2 pages (See page 2 for Answers to Questions submitted)**

**\*\*\*BIDDER NOTE:** If you have already submitted a bid you shall be required to acknowledge receipt of this addendum under separate cover in a sealed envelope clearly marked with the bid number and description. This acknowledgment must be received by the time and date specified to be accepted by the City.

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Donna L. Imme, CPPB  
Supervisor of Purchases

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**RFP #2015-017**  
**Insurance/Risk Management Consulting Services**  
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**Question:**

Please provide the name of the incumbent broker.

**Answer:**

**The current consultant/broker is H.D. Segur of Cheshire, CT.**

**Question:**

For the new 7/1/2015-16 CIRMA LAP policy year, are the declaration pages and associated schedules of property, autos, equipment available for review? Note that CIRMA's new underwriting system allows electronic copies to be sent and may have already been done so before 7/1/2015.

**Answer:**

**Yes, you may request them by emailing [purchase@middletownct.gov](mailto:purchase@middletownct.gov)**

**Question:**

Is an updated Schedule of Insurance available for the 7/1/2015-16 period? (Note the packet includes the 7/1/2014-15 year).

**Answer:**

**No.**

**Question:**

Are any loss/claim reports for property, automobile, general liability, workers compensation, public officials, school leaders, or law enforcement liability available for review? Note that we acknowledge specific claims information may be of a sensitive or confidential nature and certain items such as names or claim reserves may need to be removed before sharing it with us.

**Answer:**

**Yes, you may request them by emailing [purchase@middletownct.gov](mailto:purchase@middletownct.gov)**

**Question:**

Assuming the current Agent/Broker is on a fixed fee for service agreement, what is the fee for the 7/1/14-15 year? If a multi-year agreement, what are the annual fees for each of the years? If on a combination of fixed fee and commission, please provide amounts for both.

**Answer:**

**The current annual fee is \$42,000 per year. No commission is paid and all insurance policies placed for the City of Middletown must be net of commission.**